



MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

OFFICE OF THE GOVERNOR

MS. TOMMYE DALE FAVRE

EXECUTIVE DIRECTOR

Office of Grant Management

REQUEST FOR PROPOSALS

No. 10-04

For the selection of a service provider for a

Teen Preparation Program

Proposals are due:

BY: 1:00 P.M., CDST
ON: OCTOBER 19, 2009
TO: Charles Touchstone, Chief
Procurement
AT: Mississippi Department of Employment Security
1235 Echelon Parkway
Jackson, Mississippi 39213

Please address questions:

TO: Charles Touchstone, Chief
Procurement
AT: Mississippi Department of Employment Security
1235 Echelon Parkway
Jackson, Mississippi 39213
EMAIL: bids@mdes.ms.gov

Equal Opportunity Employer/Program
Auxiliary aids and services available upon request
to individuals with disabilities: TDD/TTY 601-321-6056

Teen Preparation Program
REQUEST FOR PROPOSALS
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Example of Budget Narrative*

Teen Preparation Program Request for Proposals

I. Overview

- A. The Mississippi Department of Employment Security (MDES) is seeking proposals for a Teen Preparation Program in Mississippi. The program will focus on high school students ranging from 10th to 12th grades and prepare them for future employment opportunities. MDES is issuing this Request for Proposal (RFP) for a one year project which, if successful, will:
- Implement strategies to meet long term needs for trained workers in demand occupations with career advancement opportunities
 - Prepare youths to set career goals
 - Expose the participants to the process of problem solving
 - Promote communication and employability skills
 - Decrease the school drop out rate
 - Decrease the teen pregnancy rate
 - Implement a sector strategy that incorporates all levels of the educational system, state agencies, private industry, non-profits, and private training providers

II. Funding & Duration

This demonstration project will be funded at approximately \$100,000 for one year, beginning on or after November 23, 2009 and ending on or after November 22, 2010. Funds will be made available from the American Recovery and Reinvestment Act (ARRA). All services and expenditures must meet WIA requirements.

It is hoped that other Federal, State and local funds can be leveraged. MDES' contribution, however, is not expected to exceed \$100,000. If any contract ensues from this RFP and subsequent procurement process, it is understood and agreed between the contracting parties that the Agency shall be bound only to the extent of the funds available or which may become available for the purpose to this solicitation.

If a "for profit" entity is selected to deliver this project, the preferred contract method will be a performance based, fixed fee agreement.

III. Qualified Bidders

Proposing organizations must:

- Be licensed to do business in Mississippi
- Have experience in managing Federal funds

- Have a track record of meeting performance expectations
- Be able to access and leverage a substantial array of other resources beyond the funding provided by MDES

IV. Service Description

The service provider must describe how the following services will be delivered:

- Outreach, recruitment, and enrollment of high school youths:
 - Increasing the number of individuals in the target group who will receive and complete training
 - Increasing the number of individuals in the target group who either enter employment or continue their education upon high school graduation
 - Contractor shall perform outreach and recruitment activities sufficient to maintain enrollment levels at training capacity. The Contractor shall describe its recruitment and selection process to identify potential trainees
- Identifying and providing training opportunities may include but is not limited to:
 - Dual enrollment programs
 - Referral to existing training
 - Establishing alternative training options, such as on-site classes, online content, try-out employment on-the-job training
 - Assessment of individual and business/institutional needs

Contractor will be required to outline a training curriculum and content.

- A plan for ensuring training completion

This plan may include, but is not be limited to:

- Counseling
 - Support Services
- A plan for placement into jobs, continued education, or training programs

The proposal should clearly articulate the plan to move graduating seniors from high school to a job in a high demand field, continuing their education at a higher level, or entering into a training program in a high demand occupation. The Proposal should also explain how the project will assist participants in planning their future career advancement.

V. Budgeting

Funds received from MDES for this project may be spent on reasonable salaries and fringe benefits for project staff. Funding may also be budgeted for support services needs, primarily emergency transportation and child care needs for registered WIA participants. Staff transportation costs such as mileage reimbursement for the use of personal vehicles may also be budgeted at comparable State approved reimbursement rates. The Mississippi Department of Finance and Administration sets the reimbursement rates for travel. A small amount may also be set aside for staff development and training, including attendance at the annual Governor's Workforce Conference.

Administrative costs are capped at 10% of the project budget. All costs must be reasonable, necessary, allocable and allowable as described in WIA rules, state policies and procedures and in the applicable Federal Office of Management and Budget (OMB) circulars.

VI. Performance Indicators and Levels

The baseline period for evaluating the provider's performance will be 12 months for the execution of the contract. The Contractor will be evaluated quarterly, based upon the following Performance Indicators and any other indicators identified during negotiation:

Completion Rate (# of enrollees who complete)	75%
High School Seniors entered employment or continued education or training (# of enrollees who graduated high school and entered employment or went on to continue their education or entered a training program)	75%

The Contractor shall maintain contact with all participants, completers and non-completers, to collect and document placement and retention data.

The Contractor will be required to submit a quarterly performance report to MDES.

VII. Proposal and Award Rules

A. Proposal Format

All proposers must use the attached fill-in-the-blanks Proposal Package (*Attachment A*). Proposals should be (1) typed and non-reduced, (2) on only one side of each page, and (3) numbered in sequence.

The proposal submission must consist of one original and four copies. The original must be signed by a person authorized to sign for the proposer's organization. Omissions, inaccurate submissions, or out-of-order responses may cause the proposer's score to be reduced substantially, and may lead to proposal rejection.

B. Acceptance of Proposal Content

The MDES reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is one that does not affect the cost stated in the proposal, give one party an advantage or benefit not enjoyed by all parties or adversely impact the interest of the MDES. Waivers, when granted, shall in no way modify the RFP requirements or excuse a party from full compliance with the RFP specifications and other contract requirements if the party is awarded the contract. The contents of the proposal of a successful proposer may become contractual obligations if a contract ensues. Failure of the successful proposer to accept these obligations may result in cancellation of the award. Precedence of contractual documents will be Contract, RFP, and Proposal (as accepted).

C. Due Date

Proposals must be received by 1:00 p.m. CDST, Friday, October 19, 2009.

Proposals sent through the mail must be addressed to:

Mississippi Department of Employment Security
1235 Echelon Parkway
Jackson, Mississippi 39213

Attention: Procurement
(601)-321-6066

Deposit of a proposal into the mail or delivery to a different person or address does not constitute proposal submission unless the proposal is in fact received at the foregoing address by the time stated. Hand delivery of proposals is strongly encouraged. Receipts will be issued upon request. Proposals that are hand-delivered must be submitted to the above address by the foregoing date and time.

D. Rejections of Proposals

MDES reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of MDES. This RFP is issued for information or planning purposes only. MDES does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

E. Changes

All awards will be based upon fund availability. MDES reserves the right to terminate or modify any part of this procurement process at any time and for any reason; to award one contract or multiple contracts; to negotiate changes; to make no awards; and to issue new and/or revised policies and clarifications at any time. If it

becomes necessary to revise any part of this RFP, addenda will be provided to all entities who received the original RFP.

F. Proposal Authorship and Ownership

Use of professional writers is discouraged since the quality of the proposal is one method for evaluating the skills of the staff and the ability of the organization to operate the proposed program. All proposal writers who do not work for the proposing organization on an ongoing basis must be identified and cannot be paid proposal writing fees from current or future MDES awards.

All proposals become MDES property. Proposals will be made available for inspection only after award of contract. For this reason, proprietary material should be clearly labeled as such. The classification of an entire proposal as proprietary or trade secret is not acceptable and may result in rejection of the proposal. Request to review proprietary information will be handled in accordance with state law and applicable procedures. All disclosures of proposal information to interested parties will be made in compliance with MDES policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 26-61-1 et seq., of the Mississippi Code and exceptions found in Section 25-61-9 and 79-23-1.

G. Conflict of Interest

All proposals must be accompanied by a statement disclosing (1) any involvement, financial or otherwise, that an employee, officer or agent of MDES may have in the proposing organization and (2) any involvement, financial or otherwise, that any employee, officer of any other governmental agency may have in the proposing organization.

H. On-Site Reviews and References

The MDES reserves the right to request information relative to references and to make on-site visits to the proposer's place of business for examination of program capabilities. This examination may include inspection of facilities, review of the accounting system, and interviews with staff and trainees. On-site visits may be used in funding decisions.

I. Equal Opportunity and Fair Treatment Assurance

Contracts, grants, loans, purchases and all other financial transactions are administered by the MDES equally to all without regard to race, color, creed, sex, religion, national origin, disability, or age. In addition, the Proposer understands that the MDES is an equal opportunity employer and maintains a policy that prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other unlawful consideration. During the term of the contract, the contractor must strictly adhere to this policy in its employment practices and provision of services.

The proposer assures that, if it is awarded a contract through this RFP process, the proposer:

1. Will not discriminate in the provision of service, employment practices, and in all terms, conditions and privileges of employment; and
2. Will fully comply with Section 188 of the WIA Act, which prohibits discrimination, and with the assurance that is found at 29 CFR 37.20 (a) (1) of the WIA Regulations.

The MDES' Equal Opportunity Policy requires and supports equal opportunity and non-discrimination in all programs the MDES funds.

J. Common Rule

In accordance with Section .36 (e); A.110.44 (b) of the Common Rule, the MDES encourages, whenever possible, the utilization of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms.

K. Fiscal Administration

Each service provider must establish and maintain accounting and reporting systems that meet MDES and Federal requirements.

L. Audit Bonding and Insurance

Each public or non-profit organization that expends a total of five hundred thousand dollars (\$100,000.00) or more in Federal funds from all funding sources must conduct a single audit in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations. Any audit shall comply with applicable Federal and MDES rules, regulations, policies and procedures.

Each private-for-profit organization that expends five hundred thousand dollars (\$100,000.00) or more in Workforce Investment Act (WIA) funding within its fiscal year must conduct an organization-wide financial and compliance audit performed on that fiscal year, in accordance with generally accepted government auditing standards (GAGAS), or a program-specific audit performed in accordance with generally accepted government auditing standards (GAGAS).

Organizations that are not currently funded by the MDES **must** submit a copy of their most recent audit.

Prior to initial disbursement of funds, the MDES shall receive a statement from the contractor's insurer certifying that it has appropriate and comprehensive insurance covering any incident arising from its operation. Such insurance shall at a minimum, include the following types of insurance and coverage limits:

1. Comprehensive General Liability - \$1 million each occurrence, with MDES added as an additional insured
2. Workers Compensation
3. Employee Dishonesty Bond Insurance with third party liability coverage and with limits of \$100,000.00

Proposer understands that should the minimum amounts listed above prove to be inadequate at any point during the contract period, proposer will be required to obtain adequate insurance.

M. Pricing

The charges in the proposal must not exceed those charged by the proposer to any other individual or organization for the same or similar services.

The proposer must guarantee that prices and/or cost data have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition. This neither precludes nor impedes the formation of a consortium of companies and/or agencies.

The proposer further certifies that all costs and prices are good faith best estimates as of the time the proposal is submitted.

N. Response to Inquiries

All questions pertaining to this RFP must be submitted in writing to the above address by 2:00 P.M. CDST Sept. 30, 2009. Inquiries may also be submitted via email to bids@mdes.ms.gov or by fax to (601) 321-6060 and must be received by MDES by the date indicated above. Questions submitted after this date and time will not be considered. Vendors shall provide an email address or fax number for MDES to direct the consolidated "question and answer" document. MDES answers will be provided in writing and transmitted via email or fax to all prospective vendors who are known to have received a copy of the original RFP. The RFP and the consolidated "question and answer" document will be posted on the MDES website (www.mdes.ms.gov then click on RFPs and Bid Notices). Only answers transmitted in this manner will be considered official and valid by the MDES. No negotiations, decisions, or actions shall be initiated by any vendor as a result of any verbal discussion with any State or Agency employee or contractor.

VIII. PROPOSAL SCORING AND SELECTION

While point scores will be used to rank similar programs, the MDES will consider policy goals as final funding decisions are made. These policy goals may include, but may not be limited to, the following:

- Cost effective service delivery is important.

- All programs should exceed performance expectations.
- All WIA participants must be provided necessary services.
- Fiscal, Participant Management Information, and Monitoring systems must meet all applicable local workforce area, MDES and Federal standards.

An established track record in addressing the above policy goals may be a prime consideration in fund award decisions.

Lower rated proposals may be funded ahead of higher ranked proposals at the discretion of the MDES, if such a decision is necessary in order to meet a policy goal. Proposals deemed acceptable for funding are not guaranteed funding.

The MDES proposal selection process follows:

A. Responsive to the RFP

This is a pass/fail criterion applied to all proposals. If the proposal is incomplete, contains inaccurate information, or fails to contain the program design required by the RFP, it may be deemed unresponsive and may not be considered for funding.

B. Pre-Award Survey

This is a discretionary criterion that may be applied. It is based upon a site review to determine whether a new proposer's facilities, equipment, staffing levels, administrative systems, and staff qualifications are adequate.

C. Proposal Rating Criteria

Each responsive proposal will be scored on a 100 point scale, which follows:

1. Background and Track Record (20 points) - This criterion considers the proposer's background and past track record:
 - Background (10 points) - This sub criterion considers the extent to which the proposer's organization and background adequately position and qualify it to be, as appropriate, a service provider.
 - Performance Achievement (5 points) - This sub criterion considers the proposer's track record in achieving performance objectives, goals, and standards, including enrollments and outcomes that are similar to those identified in Section VI. of this RFP.
 - Administrative Systems Operations (5 points) - This sub criterion considers the proposer's track record in operating fiscal, management

information, and other administrative systems as required by Federal and State fund sources.

2. Program Design (45 points) - This criterion addresses the extent to which the proposer's program design addresses the applicable standards, activities, and services that are identified and described in Section IV. of this RFP.
3. Cost Effectiveness and Planned Performance Outcomes (20 points) - This criterion analyzes the proposal's performance outcomes and cost effectiveness, including:
 - Planned Performance (8 points) – This sub criterion considers the extent to which the proposal's performance outcome levels are reasonable, in light of the MDES performance goals.
 - Cost Effectiveness (5 points) - This sub criterion considers the extent to which the proposer's costs are a) reasonable, necessary, allowable and allocable; b) justified by the proposer's program design; and c) clearly described.)
 - Budget Clarity (2 points) - Your proposal will also be rated on the extent to which the attached budget is clear and whether all costs are allowable under WIA rules. (Proposal Budget Narrative
 - In-kind Cost Costs (5 points) - This sub criterion considers the in-kind contributions the proposer will make to support the proposed project.
4. Governor's ARRA Priority Goals (15 points) – This criterion considers the proposal's alignment with the goals of the Governor's office in relation to the ARRA.

D. Negotiation Rights

MDES reserves the right to negotiate with any or all proposers concerning modification to proposals. Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions.

E. Approval Process

A review board will evaluate and score each responsive proposer using the scoring criteria. The name of each responsive proposer that is recommended for funding will be forwarded to the MDES Executive Director for final authorization. The Personal Services Contract Review Board (PSCRB) must also approve this procurement.

F. Contracts

Funding awards will not be final until the MDES and the proposer have negotiated and executed a written contractual agreement and this agreement is approved by the

Personal Services Contract Review Board. If a contract is awarded, the selected proposer will be required to comply with general provisions that will be part of the contract. These general provisions are included as Attachment B to this RFP. Any resulting contract shall be governed by the applicable provisions of the Personal Service Contract Review Board Regulations, a copy of which is available at 301 North Lamar Street, Jackson, MS, for inspection.

G. Incurring Costs

MDES assumes no liability for costs incurred in responding to this RFP or for costs incurred in anticipation of a contract.

H. Protests

If the proposer wishes to protest MDES' selection or fund allocation decision, the proposer must submit a written protest to MDES within 15 calendar days after MDES' notification of a decision. The protest will be conducted in accordance with MDES' procurement policy.

I. Representation Regarding Contingent Fees

The proposer represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the contractor's bid or proposal.

J. Representation Regarding Gratuities

The proposer represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 7-204 (Gratuities) of the Mississippi Personal Service Contract Procurement Regulations.

K. Acknowledgment of Amendments

Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the submission of their proposal, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by the Mississippi Department of Employment Security by the time and at the place specified for receipt of bids.

L. Certification of Independent Price Determination

The proposer certifies that the prices submitted in response to the solicitation have been arrived at independently and without – for the purpose of restricting competition – any consultation, communication, or agreement with any other proposer or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices incorporated in proposal submittal.

M. Compliance with E-Verify

The proposer represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session) and will register and participate in the status verification system for all newly hired employees. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. The proposer agrees to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State. The proposer further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. The proposer understands and agrees that any breach of these warranties may subject the proposer to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to the proposer by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, the proposer would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

N. Consideration and Method of payment

The proposer will be reimbursed for allowable costs that have been identified and approved in a contract that the proposer and the MDES have negotiated and executed. Contractors will be required to maintain documentation necessary to support each cost.

Once selection has been made and the contract finalized, MDES agrees to pay the proposer in accordance with Mississippi law on “Timely Payments for Purchases by Public Bodies”, Sections 31-7-301, et seq. of the 1972 Mississippi Code Annotated, as amended, which generally provides for payment by the State within forty-five (45) days of receipt of the invoice. The proposer understands and agrees that MDES is exempt from the payment of taxes. All payments shall be in United States currency.

The proposer understands that the State requires all contractors to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies using the Statewide Automated Accounting System (SAAS) shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the contractor’s choice.

The proposer understands that the acceptance of payment from MDES shall operate as a release of all claims against the State.

O. Relationship of Parties

It is expressly understood and agreed that MDES enters into a contract with a proposer based on the purchase of a service and not based on an employer-employee relationship.

P. Applicable Laws

The Proposer is responsible for complying with all applicable federal, state, and local laws and regulations.

Q. Governing Law

This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Mississippi and any litigation with respect thereto shall be brought in the courts of Jackson, Hinds County, Mississippi.

IX. SCHEDULE OF ACTIVITIES AND SUBMISSION

RFP Issue Date		Sept. 28, 2009
Questions to MDES by	1 P.M. CDT	Oct.. 7, 2009
MDES Written Responses		Oct. 9, 2009
Proposal Opened	1 P.M. CDT	Oct. 19, 2009
Award Notification		Pending PSCRB approval
Contract Effective Date (On or after)		Nov. 23, 2009

The proposal submission must consist of one original and four (4) copies. The original must be signed by a person authorized to sign for the proposer's organization and each partner agency/entity. **All proposals must be received by the MDES no later than 1:00 p.m. CDST, Oct. 19, 2009.**

It is suggested that if a proposal is mailed to the MDES, it should be posted in certified mail with a return receipt guaranteed. The MDES will not be responsible for mail delays or lost mail.

Proposals should be mailed to and labeled as follows:

Proposal for Teen Preparation Program RFP 10-04
Mississippi Department of Employment Security
Chief, Procurement & Other Services
1235 Echelon Parkway
Jackson, Mississippi 39213

SEALED PROPOSAL – DO NOT OPEN

Or delivered and labeled as follows:

Proposal for Teen Preparation Program RFP 10-04
Mississippi Department of Employment Security
Chief, Procurement & Other Services
1235 Echelon Parkway
Jackson, Mississippi 39213
SEALED PROPOSAL – DO NOT OPEN

Submission Deadline: 1:00 p.m., CDST, October 19, 2009.

Proposals shall be submitted in sealed envelopes or packages addressed to the Department specified above.

One (1) original and four (4) copies shall be submitted.

1. Proposals shall be submitted in sealed envelopes or packages addressed to the Department specified above.
2. One (1) original and four (4) copies shall be submitted.
3. Receipt or acceptance of a proposal does not imply commitment or obligation on the part of the State of Mississippi to fund any proposal submitted.
4. Deposit of a proposal into the mail or delivery to a different person or address does not constitute proposal submission unless the proposal is in fact received at the foregoing address by the time stated. Hand delivery of proposals is strongly encouraged. Receipts will be issued upon request. Proposals that are hand-delivered must be submitted to the above address by the foregoing date and time.
5. The parties submitting proposals are responsible for ensuring that they are delivered by the required time and assume all risks of delivery. **Proposals and modifications or corrections thereof received after the closing time specified will not be considered.** Any proposal received subsequent to the specified date and time will be returned to the prospective contractor unopened. The proposal must be signed by a company official with authorization to bind the contractor to its provisions.
6. Proposals submitted by wire, e-mail, electronic format, or phone will not be accepted. Proposals are to be submitted in writing with appropriate certification signatures as indicated.
7. All proposal material submitted in writing shall become the property of the MDES.

8. Proposals will not be opened publicly. Proposals will be made available for inspection only after award of contract.
9. The proposal shall be valid for at least 60 days subsequent to the proposal opening.

X. LIST OF ATTACHMENTS AND FORMS

The following are included as attachments to this request:

Attachment A – Proposal Package

Attachment B - General Contract Provisions

*Attachment C - Budget Narrative
Example of Budget Narrative*

Attachment A

Proposal Package

Mississippi Department of Employment Security

PROPOSAL PACKAGE

Teen Preparation Program in Mississippi - Statewide			
Organization:	Federal Tax ID Number:		
Contact Person:	Phone Number:		
Physical Address:			
Mailing Address (If different):			
E-Mail Address:	Fax Number:		
Checklist: The following items comprise our Proposal: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Completed Cover Page <input type="checkbox"/> Completed Proposal Package <input type="checkbox"/> Local Area(s) Support Letter(s) <input type="checkbox"/> WIN Job Center Support Letter(s) <input type="checkbox"/> Partnership Agreement (If Applicable) </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Non-Profit or For-Profit Corporate Certificate (If Applicable) <input type="checkbox"/> Most Recent Audit Report <input type="checkbox"/> Budget Narrative </td> </tr> </table>		<input type="checkbox"/> Completed Cover Page <input type="checkbox"/> Completed Proposal Package <input type="checkbox"/> Local Area(s) Support Letter(s) <input type="checkbox"/> WIN Job Center Support Letter(s) <input type="checkbox"/> Partnership Agreement (If Applicable)	<input type="checkbox"/> Non-Profit or For-Profit Corporate Certificate (If Applicable) <input type="checkbox"/> Most Recent Audit Report <input type="checkbox"/> Budget Narrative
<input type="checkbox"/> Completed Cover Page <input type="checkbox"/> Completed Proposal Package <input type="checkbox"/> Local Area(s) Support Letter(s) <input type="checkbox"/> WIN Job Center Support Letter(s) <input type="checkbox"/> Partnership Agreement (If Applicable)	<input type="checkbox"/> Non-Profit or For-Profit Corporate Certificate (If Applicable) <input type="checkbox"/> Most Recent Audit Report <input type="checkbox"/> Budget Narrative		
Requested Funding For Year One	\$		
TOTAL Requested Funding	\$		
I hereby declare that the information provided in this proposal is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in a matter related to this proposal.			
Name:	Title:		
Signature:			
Date:			

For MDES Use Only	
Date Received:	Time Received:
Received By: (Print Name)	Signature:

Mississippi Department of Employment Security PROPOSAL PACKAGE

Teen Preparation Program in Mississippi – Statewide

VENDOR STATEMENT OF COMPLIANCE

Prospective Contractor's Representation Regarding Contingent Fees

The prospective Contractor represents as a part of such Contractor's proposal that such Contractor has not retained any person or agency on a percentage, commission, brokerage, or other contingent arrangement to secure this contract.

Debarment

The prospective Contractor certifies as a part of such Contractor's proposal that such Contractor is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contract issued by any political subdivision or agency of the State.

By submission of this proposal, I have agreed to adhere to **all conditions and requirements**, as set forth in the MDES Request for Proposal, including all the contract conditions contained in the draft contract enclosed. I further understand that my failure to comply with all requirements and qualifications will result in disqualification of my proposal relative to this procurement action. I have submitted appropriate documentation and completed proposal form(s) as necessary to substantiate this evaluation. If inadequate, my proposal will not meet the proposal requirements and will be evaluated as "Not Meeting Specifications."

To concur, sign below:

OFFEROR: _____ Date: _____

Be sure to check each box and answer each question as requested below. All responses must follow the instructions provided. The length must be limited as prescribed by the instruction. This section is a precondition to scoring and funding any proposal.

I. BIDDER QUALIFICATIONS

A. What type of organization is applying for funding:

- ☐ 1. Corporation - A copy of your incorporation certificate must be attached to this proposal;
- ☐ 2. A Governmental Entity;
- ☐ 3. A For-Profit Corporation – A copy of your incorporation certificate must be attached to this proposal;
- ☐ 4. A Sole Proprietorship;
- ☐ 5. A Private Partnership – A copy of your incorporation certificate must be attached to this proposal; or
- ☐ 6. Other – Specify:_____.

- ☐ B. For how many years has your organization successfully managed Federal funds?

Source of Funds:

Years of Funding:

Contact Person at Funding Agency:

Contact Person's Phone Number:

- ☐ C. List all partners and training or service providers that will participate in the provision of the proposed activities?

Name of Organization	Address

The proposer must ensure that all partners meet the qualification to receive federal funds, i.e. incorporated, not debarred, etc.

- ☐ E. Which non-MDES funds/resources will be leveraged by this proposal if it is funded?

1. Resource/Source:
Estimated resources/funds leveraged:

2. Resource/Source:
Estimated resources/funds leveraged:

3. Resource/Source:
Estimated resources/funds leveraged:

- ☐ F. The following quantifiable program performances have been delivered by the proposing organization or a partner (Specify Source):
1. Performance Objective:
Performance Achieved:
Percent of Goal Achieved:
Period of Performance:
 2. Performance Objective:
Performance Achieved:
Percent of Goal Achieved:
Period of Performance:
 3. Performance Objective:
Performance Achieved:
Percent of Goal Achieved:
Period of Performance:

II. BACKGROUND AND TRACK RECORD (20 Points)

A. Background (10 Points) (Four Pages)

1. Describe your organization's experience in serving the target group listed on Section IV. of the RFP. (5 points) (Maximum Limit – Two Pages)
2. Described your organization's experience in delivering services in the target areas and linkages with other community groups in the areas. (5 points) (Maximum Limit – Two Pages)

B. Performance Achievement (5 Points) (Two Pages)

Refer to the performance objective(s) listed in Section I. of this Proposal Package. Explain why your organization's past performance is a good predictor of high performance if this proposal is funded by MDES (5 points) (Maximum Limit – Two Pages)

C. Administrative Systems (5 Points) (Two Pages)

1. Describe your organization's track record in managing public funds. Explain any adverse monitoring or audit findings within the last three years, including how these findings, if any, have been successfully addressed. (3 points) (Maximum Limit – One Page)
2. Describe your organization's plans for working with the necessary partners of this project. Explain the process for formal agreements with

partners that will track safeguard projects funds provided to partners. (2 points) (Maximum Limit – One Page)

III. PROGRAM DESIGN (45 points) (Twelve Pages)

- A. Describe your organization's applicant outreach/recruitment strategy. (5 points) (Maximum Limit – Two Pages)
- B. Describe your organization's strategy to promote employability among target group (10 points) (Maximum Limit – Three Page)
- C. Describe your organization's strategies, such as support services, to insure those participants are successful in and complete the program (10 points) (Maximum Limit – One Page)
- D. Describe the planned curriculum and how it will be structured to accommodate the participant's schedules. (10 points) (Maximum Limit – Three Pages)
- E. Describe the facilities and partnerships to be used in the delivery of this training. (5 points) (Maximum Limit – Two Pages)
- F. Describe specific plan for sustaining the program past the one period. (5 points) (Maximum Limit – One Page)

IV. COST EFFECTIVENESS AND PLANNED PERFORMANCE OUTCOMES (20 Points)

A. Planned Performance

Complete the following table to show planned outcomes. You may include additional outcomes that add value to the training or services. (8 points)

Outcome	Number	Rate
1. Individuals Served		
2. Individuals Completing Program (# trained)		
3. Number of high school seniors in program		
4. Rate of graduating high school seniors (Number of graduating seniors divided by total number of seniors in program)		
5. Rate of graduating high school seniors entering employment, college, or post secondary training (Number of graduating seniors entering employment, college, or post secondary training divided by total number of seniors)		
6. Other - Specify		

B. Cost Effectiveness (5 points)

Complete the attached budget section. Explain why all costs are reasonable and necessary and cost effective. (Maximum Limit – Two Pages)

C. Budget Clarity (2 points)

Your proposal will also be rated on the extent to which the attached budget is clear and whether all costs are allowable under WIA rules. (Proposal Budget Narrative)

D. In-Kind Costs (5 points)

Refer to Section I. of Attachment A of the proposal where leveraged dollars and resources are listed. Explain how non-MDES funds and resources will be leveraged to increase project effectiveness and performance outcomes. (Maximum Limit – Two Pages)

V. Governors ARRA Priority Goals (15 points)

After passage of the American Recovery and Reinvestment Act, ETA-DOL provided a Training and Employment Guidance Letter (no. 14-08) to guide states on fulfilling the letter and spirit of the ARRA as related to implementation and allocation of workforce funding. According to the TEGL, the ARRA provided “an extraordinary and unique opportunity for the workforce system to accelerate its transformational efforts” that would not only rise to the challenge of a growing and changing unemployment population, but one that would ensure workers from all walks of life were placed on pathways to higher skilled, higher paying jobs.

Using the TEGL and WIA State Plan 2009 as a guide, the Governor’s Office will score proposals based on their alignment with the goals of the Governor and the ARRA. Under the State Plan, Mississippi committed to prioritizing usage of funds for regional high-growth industries, such as advanced manufacturing and healthcare, in order to achieve a healthy economic rebound. Other priority business types included high growth and high demand potential; small business; support industries; and innovative practices, such as supporting entrepreneurship from a state level. Additionally, the TEGL (no. 14-08) detailed a national priority of using WIA funding to meet the needs of certain target populations, such as disadvantaged and disconnected youth; under- or unemployed; and dislocated workers. In Mississippi, these populations are often highly concentrated in certain distressed areas, such as the Delta region, and are thus a priority for Recovery Act dollars. Other national priorities as described by the TEGL include a focus on enhancing state efforts in terms of preparing a workforce for “green jobs”; funding “transformational” programs that provide services in an expedient, effective manner; and fostering innovation among workforce efforts through best practices, like flexible or demand-driven training, that will help result in “future economic growth and advanced shared prosperity for Americans.”

Attachment B

General Contract Provisions

Attachment B
GENERAL CONTRACT PROVISIONS

General Contract Terms

As required by OMB Circular A-102 and 29 CFR 97.36(i), MDES will include terms addressing the following:

1. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms;
2. Termination for cause and for convenience, including the manner in which termination will be effected and the basis of settlement;
3. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60);
4. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3);
5. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5);
6. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5.);
7. Requirements and regulations pertaining to financial and participant reporting;
8. Requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed due to the contract;
9. Requirements and regulations pertaining to copyrights and rights in data;
10. Access by the Department of Labor, MDES, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor;
11. Retention of all required records for three years after the MDES makes final payments and all litigation, audit and monitoring concerns are fully resolved;
12. Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15);
13. Mandatory standards and policies relating to energy efficiency contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL. 94-163, 89 Stat. 871);
14. Equal treatment of and religious liberty for organizations and individuals, regardless of religious affiliation or lack thereof, in accordance with Executive Order 13270, 20 CFR Parts 667 and 670, 29CFR Parts 2 and 37, published July 12, 2004;
15. The basis for payment, contract deliverables and performance expectations;
16. Compliance with 29 CFR 37.20, nondiscrimination and equal opportunity provisions contained in:
 - a. Section 188 of the Workforce Investment Act of 1998, which prohibits discrimination against individuals on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States or on the basis of participation in any WIA Title I-financially assisted program or activity;
 - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;

- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
 - e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
 - f. 29 CFR Part 37 and all other regulations implementing the laws listed above.
17. Compliance with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result federally assisted programs:
 18. Compliance with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
 19. Compliance with flood insurance purchase requirements in section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
 20. Compliance with environmental standards which may be prescribed pursuant to the following: (a) Institution of Environmental Quality Control Measures under the National Environmental Policy Act of 1969 (PL. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 *et seq.*); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 *et seq.*); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (PL 93-523), and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (PL 93-205);
 21. Compliance with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 *et seq.*) related to protecting components or potential components of the national wild and scenic rivers system;
 22. Compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 *et seq.*);
 23. Compliance with Public Law 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 24. Compliance with the Laboratory Animal Welfare Act of 1966 (PL 89-544, as amended, 7 U.S.C. 2131 *et seq.*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.
 25. Compliance with the Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4801 *et seq.*) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 26. Compliance with the Resource Conservation and Recovery Act of 1976, as amended, which states that preference be given to recycled products in procurement activities by State and local governments receiving grants, loans, cooperative agreements, and other federal assistance when procuring goods made from recycled material when the amount of the procurement is equal to or more than \$10,000.

Attachment C

Budget

BUDGET NARRATIVE

Contractor: Contract Number:	Cost Category: Project/Activity:	For OGM Use Only
1. Line Item: Salaries	Amount: \$	Basis for Cost Determination: Independent Agency Estimate Compared with Current Offers _____ Compared with Past Offers _____ Verified Market Price/Quote Necessary / Reasonable: Yes _____ No _____ Comments:
a. Description of Item / Basis of Valuation: b. Justification / Documentation of Need:		
2. Line Item: Fringe Benefits	Amount: \$	Basis for Cost Determination: Independent Agency Estimate

a. Description of Item / Basis of Valuation: b. Justification / Documentation of Need:		Basis for Cost Determination: Independent Agency Estimate Compared with Current Offers _____ Compared with Past Offers _____ Verified Market Price/Quote Necessary / Reasonable: Yes _____ No _____ Comments:
4. Line Item: Equipment	Amount: \$	
a. Description of Item / Basis of Valuation: c. Justification / Documentation of Need:		Basis for Cost Determination: Independent Agency Estimate Compared with Current Offers _____ Compared with Past Offers _____ Verified Market Price/Quote Necessary / Reasonable: Yes _____ No _____ Comments:

5. Line Item: Supplies	Amount: \$	
a. Description of Item / Basis of Valuation: c. Justification / Documentation of Need:		Basis for Cost Determination: Independent Agency Estimate Compared with Current Offers _____ Compared with Past Offers _____ Verified Market Price/Quote Necessary / Reasonable: Yes _____ No _____ Comments:

6. Line Item: Indirect Costs	Amount: \$	
a. Description of Item / Basis of Valuation: c. Justification / Documentation of Need:		Basis for Cost Determination: Independent Agency Estimate Compared with Current Offers _____ Compared with Past Offers _____ Verified Market Price/Quote Necessary / Reasonable: Yes _____ No _____ Comments:

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7. Line Item: Other	Amount: \$	
a. Description of Item / Basis of Valuation: c. Justification / Documentation of Need:		Basis for Cost Determination: Independent Agency Estimate Compared with Current Offers _____ Compared with Past Offers _____ Verified Market Price/Quote Necessary / Reasonable: Yes _____ No _____ Comments:

BUDGET SUMMARY**Contractor:****Contract Number:**

Line Item	Amount
Salaries	\$
Fringe Benefits	\$
Contractuals	\$
Equipment	\$
Supplies	\$
Indirect Costs	\$
Other	\$
TOTAL	\$

I certify that to the best of my knowledge the information provided in this budget narrative is true and correct. I further certify that these costs are allowable under the WIA and governing rules and that they are necessary and reasonable to ensure compliance and program success.

Signature, Name, and Title of Primary Signatory Official

Date

COMMUNITY OUTREACH SERVICES

Budget Narrative

Proposing Organization: Good Things CBO

Description & Justification (Federal Contribution)	Year 1	Year 2	Total
Local and Other Contributions described in Italics			
SALARIES			
Project Director: The project director will devote a minimum of 10% of his time to this project. Director will have oversight of the program and provide supervision, recruitment and training of the staff, overseeing contracts, and monitoring progress. At a minimum, this position requires a Masters Degree with an emphasis in social work or other related field.	\$ 7,832	\$ 8,067	\$ 15,899
Staff Accountant: The project accountant will devote a minimum of 10% of time to this project. Accountant will provide fiscal support and management for this project. Accountant will be responsible for budgeting and fiscal reporting.	\$ 6,503	\$ 6,698	\$ 13,201
Program Liaisons: Two program liaisons will be responsible for day-to-day outreach and service activities. At a minimum, staff will hold a Bachelors Degree (or equivalent) in the social services field. It is anticipated that each liaison will be responsible for 250 participants annually. 3 Program Liaisons x \$35,000= \$105,000. With possible 3% raise in year 2.	\$ 105,000	\$ 108,150	\$ 213,150
Staff Assistant: The staff assistant will perform all clerical duties for the project staff. This position requires a high school diploma or equivalent. 1 Staff Asst. x \$25,000 = \$25,000. With possible 3% raise in year 2.	\$ 25,000	\$ 25,750	\$ 50,750
FRINGE BENEFITS			
Project Director: Good Things pays 100% medical, dental, vision, life and disability for full-time employees@10%, UI @ .10%, Medicare @1.5%, Workers' compensation @ .4%, FICA @ 8% and Retirement @ 5% = 25% of annual salary.	\$ 1,958	\$ 2,017	\$ 3,975
Program Liaisons: Good Things pays 100% medical, dental, vision, life and disability for full-time employees@10%, UI @ .10%, Medicare @1.5%, Workers' compensation @ .4%, FICA @ 8% and Retirement @ 5% = 25% of annual salary.	\$ 26,250	\$ 27,038	\$ 53,288
Staff Assistant: Good Things pays 100% medical, dental, vision, life and disability for full-time employees @10%, UI @ .10%, Medicare @1.5%, Workers' compensation @ .4%, FICA @ 8% and Retirement @ 5% = 25% of annual salary.	\$ 6,250	\$ 6,438	\$ 12,688
TRAVEL			
Project Director: Funds for travel for travel necessary for oversight of the program and provide supervision, recruitment and training of the staff, overseeing contracts, and monitoring progress of project(Good Times reimburses staff at a rate of 45 cents per mile). 1 x 1000 miles x .45/mile = \$450	\$ 450	\$ 450	\$ 900
Program Liaisons: Funds for travel for Project Director for travel necessary (Good Times reimburses staff at a rate of 45 cents per mile). 3 PLs x 3000 miles x .45/mile = \$2700	\$ 4,050	\$ 4,050	\$ 8,100

EQUIPMENT			
Computers: GoTech computers will provide Good Things with 12 computers with instructional software and year 2 upgrades for use by project participants. 12 Computers and Instructions Software x \$2000 (value for each) = \$24,000 Value of Year 2 upgrades \$2400.	\$ 24,000	\$ 2,400	\$ 26,400
Computers: Computers for Program Liaisons and Staff Assistant. 3 x \$1500= \$4500	\$ 4,500		\$ 4,500
PARTICIPANT SUPPORTIVE SERVICE			
Gas Cards: Debit gas cards in the amount of \$25 will be given to project participants as reimbursement for travel to necessary training and job interviews according to policy to be approved by MDES. \$25 x 250 = \$7,500 per year	\$ 7,500	\$ 7,500	\$ 15,000
CONTRACTUAL			
Audit: An independent auditor will be contracted to conduct a yearly audit of program finances. The auditor will be selected using standard Good Things fiscal/administrative management procedures. Good Things' financial statements are audited annually under OMB A-133. @ 3% of total Contract Amount - Audit Costs.	\$ 7,337	\$ 7,348	\$ 14,684
Partner Training Costs: See attached complete budget narrative describing the cost of training to be provided by Delta Training Center	\$ 50,000	\$ 50,000	\$ 100,000
STAFF SUPPLIES			
Staff Supplies: General office supplies include paper, pens, pencils and other desk supplies. 4 Staff x \$1,000/year	\$ 4,000	\$ 4,000	\$ 8,000
RENT, UTILITIES & MAINTENANCE			
Rental costs cover direct service staff at the WIN Job Center. It is anticipated that the program will require 500 square feet of space at \$1.00/square foot/month \$500 x 12 = \$6,000. Utilities are estimated to be \$400 and the building maintenance fee is \$100 - \$500 x 12 = \$6,000	\$ 12,000	\$ 12,000	\$ 24,000
Direct Cost Total, Local Contributions	\$ 40,743	\$ 19,632	\$ 60,375
Direct Cost Total, MDES Contributions	\$ 251,887	\$ 252,273	\$ 504,159
Grant Total	\$ 292,630	\$ 271,905	\$ 564,534